

28 JULY 1999



Personnel

**COLONEL MEREDITH H. MYNHIER
MATERIEL REQUIREMENTS AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC/LGI (Ladeena R. Massey)
Supersedes AFMCI 36-2812, 20 Feb 97

Certified by: HQ AFMC/LGI (Lynda K. Waring)
Pages: 9
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations*. This instruction sets up the Colonel Meredith H. Mynhier Materiel Requirements Awards to encourage professionalism in the AFMC item requirements activities. It prescribes policy, nomination and selection procedures, and award presentation. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C. 8013. Privacy Act statements required by AFI 37-132, *Air Force Privacy Act Program*, are in the body of each form or document, or in a separate statement accompanying each document. This instruction does not apply to Air National Guard or Air Force Reserves.

SUMMARY OF REVISIONS

This instruction aligns with AFD 36-28. Changes to office symbols are included.

1. Purpose of the Awards. These awards acknowledge the distinguished service of Colonel Meredith H. Mynhier, a senior logistician whose innovative actions and outstanding leadership resulted in significant improvements in the item requirements mission. His loyalty, foresight, and extensive knowledge represented the essential characteristics of professional item requirements personnel.

2. Awards to be Presented:

- 2.1. HQ AFMC (LG) Staff.
- 2.2. Center (FMI, LGH, LGM, and LHC) ASC, ESC, or AFSAC Requirements and Requirements Budget Staff.
- 2.3. Inventory Management Specialist (IMS).
- 2.4. Logistics Management Specialist (LMS).

2.5. Production Management Specialist (PMS).

2.6. Equipment Specialist (ES).

2.7. Requirements Control Officer (RCO)/Technical Control Officer (TCO)/Budget Analyst or any other position performing materiel budget or requirements as an aspect of officially assigned duties or assignments.

2.8. Team Category to include all teams composed of military and/or civilian employees whose official duties or assignment(s) include direct or indirect involvement or support to item requirements in recognized inventory, logistics, or equipment occupations or related occupations to include systems acquisition.

3. Criteria for Nomination. The criteria should include but not be limited to:

3.1. Action resulting in improvements to the item requirements process. Actions include:

3.1.1. Policy or system changes which support or reduce cost.

3.1.2. Changes or improvements to the acquisition or repair budgeting process or the validation of those processes.

3.1.3. Original research work that improves local or AFMC operations in budgeting or item requirements process.

3.2. Exceptional actions relating to the management of items or subsystems:

3.2.1. Accuracy and quality of the data in determining item requirements.

3.2.2. Requirements support of special/unique programs/weapon systems.

3.2.3. Substantiation of Program Objective Memorandum (POM), budget, apportionment, or operations and maintenance (O&M) submission.

3.2.4. Action resulting in product improvements in support of customer requirements.

3.3. Team Category criteria include the preceding as well as contributions relating to the defined Team Category.

4. Eligibility:

4.1. The Center awards will be for nonsupervisory personnel.

4.2. The HQ AFMC Staff Award will be for non-supervisory personnel.

5. Timeframes:

5.1. Request for nominations are forwarded in the Jan-Feb timeframe.

5.2. Nomination packages should be returned to HQ AFMC/LGI in the Mar-Apr timeframe.

5.3. Packages sent to Command Selection Board, video teleconference (VTCN) set up and Director of Logistics approval in the Apr-May timeframe.

5.4. Command winners notified in the Jun-Jul timeframe.

5.5. Ceremony scheduled Jul-Aug timeframe.

6. Nomination Procedures:

6.1. The command ALC awards nomination:

6.1.1. Each organization which has an IMS, ES, PMS, or LMS will provide their nomination to the Center Selection Board.

6.1.2. A preaward teleconference will be set up with all Command Selection Board members to discuss nomination criteria for award submissions.

6.1.3. Each Center Selection Board will carefully review each package and nominate one person for each award.

6.1.4. A letter signed by the center deputy commander with nomination packages attached endorsing the nominations will be sent to HQ AFMC/LGI.

6.2. HQ AFMC/Staff Awards.

6.2.1. LGI may nominate one person for the HQ AFMC Staff Award.

6.2.2. Each division will submit their nomination package under a cover letter to HQ AFMC/LGI.

7. Selection Procedures:

7.1. The Command Selection Board will take each Center Selection Board nominee and make the command selection using a ranking process via teleconference or VTCN. The board will provide a recommendation to the Director of LG for endorsement.

7.2. Command winners will be notified via a letter to the ALC deputy commander from HQ AFMC/LG providing the awards ceremony date.

7.3. The AFMC Staff Selection Board will make the selection for the HQ AFMC Staff Award and provide a recommendation to the Director of LG for endorsement. A letter from HQ AFMC/LG will be sent to the HQ AFMC Staff Award winner's division providing the award ceremony date.

8. Format of Nomination:

8.1. Use a cover letter to submit nominations.

8.2. Submit a one-page narrative nomination using the format outlined in [Attachment 1](#).

8.3. Include a recommended citation to accompany the award using the format outlined in [Attachment 2](#).

8.4. Include a Biographical Information Sheet for each ALC nomination using the format outlined in [Attachment 3](#).

8.5. Include a Privacy Act Statement for each ALC nomination using the format outlined in [Attachment 4](#).

8.6. Achievements specific to the nomination will appear in carefully documented narrative form. Nominations will be based on achievements relating to the requirements arena occurring within the calendar year preceding the nomination. Attachments may be added if they contribute to a better understanding of the achievement. Submission of nominations is exempt from reports control according to AFI 37-124, paragraph 2.11.5.

9. Selection Boards Composition:

9.1. Command Selection Board. The LGI division chief or deputy division chief will chair the Command Selection Board for the command level awards. The Center/FMI/LGM/LGH/LHC division chief will serve on the Command Selection Board. ESC, ASC, and AFSAC will appoint a division chief to serve on the Command Selection Board. Each member of the Command Selection Board will be provided by the Center Selection Board a copy of the centers selection criteria work sheets (**Attachment 5**). The Command Selection Board will then meet (via teleconference or VTCN) to discuss and make a recommendation for each award. The board will be responsible for providing a recommendation to the Director of LG for each award.

9.2. AFMC Staff Selection Board. The Selection Board for the HQ AFMC Staff Award will be the LGI division chief, deputy division chief and branch chiefs and will make a recommendation to the Director of LG for the award.

9.3. Center Selection Board. The Center Selection Board for the ALC awards will be chaired by the Center/FMI/LGH/LGM/LHC division chief. ESC, ASC, and AFSAC will set up a similar chair from the appropriate logistics organizations. The chairman will appoint a board which will be responsible for providing a nomination recommendation in each category to the Center deputy commander.

10. Awards and Awards Presentation:

10.1. An appropriately engraved plaque and certificate will be presented to the selectee in each category. These plaques will be presented at a time designated by HQ AFMC/LG. The selectees and directors will be given ample notification of the time and place of the presentation.

10.2. A certificate recognizing the nominee's accomplishments will be presented by the ALC for all nominees in each category. This certificate will be provided to the ALCs by HQ AFMC/LGI.

11, This issuance will be implemented consistent with applicable statutes which promote equal opportunity for all employees.

GARY T. MCCOY, Colonel, USAF
Deputy Director of Logistics

Attachment 1

SAMPLE NOMINATION FORMAT

NAME:

GRADE/SERIES:

SSAN:

ORGANIZATION, DUTY ASSIGNMENT:

PERIOD COVERED:

NOMINATION FOR: (Title of Award)

ACHIEVEMENTS: (Narrative should not exceed one page, single-spaced. It should describe the action(s) resulting in the nomination ; how the actions improved the Item Requirements process or management; and the benefits resulting from the action(s).)

Attachment 2**SAMPLE CITATION**

**CITATION TO ACCOMPANY THE AWARD OF THE
COLONEL MEREDITH H. MYNHIER
MATERIEL REQUIREMENTS AWARD
TO
(NAME)**

(Name) has distinguished himself/herself by outstanding performance while assigned as an Inventory Management Specialist, Headquarters Air Force Materiel Command, from 1 January 1994 to 31 December 1994.

(Name) successfully developed and presented the FY95 Budget and FY96 Program Objective Memorandum for BP15. These exceedingly complex tasks were accomplished with a minimum of outside assistance. In addition, (Name) has demonstrated outstanding ability in the day-to-day management of the aircraft replenishment spares program. The distinctive accomplishments of (Name) reflect great credit upon (himself/herself), the Air Force Materiel Command, and the United States Air Force.

Attachment 3
SAMPLE FORMAT

BIOGRAPHY

FOR

(NAME)

(AWARD TITLE)

XX-ALC/XXX

SPOUSE: (NAME)

CHILDREN: JANE -- 12 years
JOHN -- 9 years

PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES

HOBBIES: (List hobbies)

LENGTH OF SERVICE: (Total years)

PRIMARY JOB FUNCTION:
(Provide summary of job function)

Attachment 4**SAMPLE PRIVACY STATEMENT****1. Authority**

10 USC 8012

EO 9397, 22 Nov 93

2. Principle Purpose

To accompany nominations for the Colonel Meredith H. Mynhier awards.

3. Routine Uses

Will be used in selection of winners of the Colonel Meredith H. Mynhier Materiel Requirements Award.

4. Whether disclosure is mandatory or voluntary and effect on individual if not providing information.

Disclosure is voluntary. Individual may not be considered for award if information is not provided.

I, *must be signed*, hereby authorize the release of all information contained in the nomination package for publicity purposes.

Attachment 5

SELECTION CRITERIA WORKSHEET

COLONEL MEREDITH H. MYNHIER REQUIREMENTS AWARD

Use one sheet for each award category (Item Management Specialist, Equipment Specialist, etc.)

AWARD	OC	OO	SA	SM	WR	ASC	ESC	AFSAC
1. NAME								
2. GRADE								
3. ORGANIZATION								
4. INDIVIDUAL CREATIVE EFFORTS								
5. APPLICATION CONTRIBUTION (AF-WIDE/DoD-WIDE)								
6. COMPLEXITY								
7. DIFFICULTY IN IMPLEMENTATION								
8. IMPORTANCE TO USAF/AFMC								
9. ORIGINALITY								
10. RESOURCE IMPACT								
TOTAL								

NOTE:

Rank order each nominee (with 1 being the highest and 5 being the lowest) in categories (4) INDIVIDUAL CREATIVE EFFORTS through (10) RESOURCE IMPACT. Total from all members of selection committee will determine overall ranking order of nominees.